

PWS 6643-A-0420

**FIELDLED TRAINING SYSTEMS SUPPORT IV
(FTSS IV)
Addendum B**

PERFORMANCE WORK STATEMENT (PWS)

6643-A-0420

Contractor Instructional Services (CIS)

At

Naval Air Station (NAS) Meridian, MS, NAS Kingsville, TX, NAS Corpus Christi, TX, NAS Whiting Field, FL, and NAS Pensacola, FL



This Addendum defines the Contractor Instructional Services support requirements as stated above. It forms a part of, and shall be attached to the FTSS IV Performance Work Statement 6643-A-0420 for the CNATRA CIS Task Order.

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**FIELDDED TRAINING SYSTEMS SUPPORT IV
(FTSS IV)****Addendum B****PERFORMANCE WORK STATEMENT (PWS)
6643-A-0420****Contractor Instructional Services (CIS)**

Note: This conformed copy of FTSS IV Addendum B, PWS, CNATRA CIS, dated 04/25/2018 replaces all previous versions of FTSS I, FTSS II, FTSS III or FTSS IV SOWs or PWSs in its entirety.

FTSS IV Addendum B, PWS, CNATRA CIS Changes:

| Revision | Date | Impacted Documents | Change Purpose |
|----------|------|--------------------|----------------|
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Appendix CIS-BC – NAS Corpus Christi, TX
Appendix CIS-BD – NAS Whiting Field, FL
Appendix CIS-BE – NAS Pensacola, FL – Primary/Intermediate NFO
Appendix CIS-BF – NAS Pensacola, FL – Advanced Strike Fighter NFO
Appendix CIS-BG – NAS Pensacola, FL – Advanced Maritime C2 NFO

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PART 1: GENERAL DESCRIPTION

1.1 PURPOSE. This PWS specifies the requirements for FTSS IV Contractor Instructional Services (CIS) to be performed by Contractor Instructors (CI). The CIs shall utilize CNATRA training aircraft simulators, training devices, associated classroom and other training methods to accomplish recurring training requirements and tactical proficiency development. This service shall include instruction, operation, and curriculum support as required by the Government. Training device descriptions, future deliveries, planned deletions, relocation, modifications, and site activations and deactivations requirements are provided in this Task Orders and Appendices.

1.2 TRAINER CHANGES. During the term of this Task Order, training equipment/devices and syllabi may change either through modification, addition or removal. Provided such changes do not require changes in qualifications/certification, CI personnel shall be required to adapt to these changes. Specific requirements are provided in each site/platform specific Appendix.

1.3 FUTURE DELIVERIES/PLANNED DELETIONS. The Government may have other future needs to add/delete sites and expand or shrink existing site requirements to meet Fleet requirements. This information is provided for information purposes only and at a later date may be negotiated under this Task Order or a separate Task Order, or accomplished through organic Government resources. Section H (Award Exercising Task Order Line Items) will apply. Site specific notes are provided in each Site specific Appendix.

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1.4 APPLICABLE DOCUMENTS.

| | |
|---------------------------|---|
| CNAF M-3710.7 | Naval Air Training Operating Procedures Standardization (NATOPS) General Flight and Operating Instructions |
| CNATRAINST 1300.2 series | CNATRA Policies and Support of the Flight Instructor Training Course |
| CNATRAINST 1500.4 series | Naval Flight Student Training Administration Manual |
| CNATRAINST 1550.6 series | Training Improvement Program |
| CNATRAINST 3710.13 series | Flight Instructor Standardization And Training Program |
| ISO 9001:2015 | Quality Management |
| ISO/IEC 27002:2005 | Information technology - Security techniques - Code of practice for information security management (Redesignation of ISO/IEC 17799:2005) |

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PART 2: DEFINITIONS

2.1 DEFINITIONS:

Please reference Attachment BC-1, the FTSS IV Scope document for Task Order definitions.

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PART 3: MOBILIZATION

3.1 RESPONSIBILITIES. During the Mobilization Phase, the Contractor shall be responsible for performing all tasks necessary to assume full performance responsibility at Contractor Support Date (CSD). The Contractor is to prepare CDRL A006 as directed. The Contractor's Mobilization performance will be documented in the Contractor Performance Assessment Reporting System (CPARS).

3.1.1 PERSONNEL. For the purpose of this Task Order, the Program Manager(PM), Site and Alternate Site Managers (SM/ASM), and all CI personnel are considered to be Key Personnel (see paragraph 4.5, below). Résumés for all Key Personnel are required to be submitted to the Contracting Officer's Representative(s) (COR), or Administrative Contracting Officer (ACO), and the Procurement Contracting Officer (PCO) within thirty (30) days after start of Mobilization for review and determination of acceptability. A cover letter, with résumé attached, shall be submitted for each proposed Contractor employee, including any proposed subcontractor employees, specifying:

- (a) The name of each CI candidate
- (b) Proposed Site
- (c) The position held in the Contractor's organization (e.g., Program Manager, Site Manager, Lead CI, etc.)
- (d) Type of CI (Pilot (CIP)/NFO (CIN)) if applicable
- (e) Any special qualifications/certifications (NATOPS Instructor, etc.)
- (f) Planned employment status (full-time, part-time, on-call)
- (g) Fully-qualified or needing waiver(s) (specify for what qualification(s))
- (h) Department of Labor (DOL) Occupation Code and Title (Service Contract Act Directory of Occupations)
- (i) Date anticipated to report on Site
- (j) Date scheduled to be fully qualified if needing waiver(s)

Résumés shall state specifically how the individual meets PWS qualifications and certifications for the type of position they will fulfill per the résumé and cover letter. Military experience shall annotate rank/rate, fulfilled positions of leadership, titles, and documented qualification(s) and certification(s) received (e.g., AQDs/NOBCs). Failure to address all PWS qualification and certification requirements may

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result in a delay in acceptance or rejection of the contractor instructor candidate, thus resulting in a possible deduction and/or an initial poor performance rating in the CPARS at the onset of CSD. Résumés, with cover letters, are required for any Key Personnel replacements or substitutions during this Task Order per paragraph 4.5, Key Personnel, of this Task Order. All such submittals shall contain all data required above.

The Contractor shall have all proposed personnel on-board at the training site, qualified, no later than ten (10) working days prior to each training system and equipment CSD. If the Contractor uses incumbent personnel, evidence of planned employment can be demonstrated by providing the planned employee's Acceptance Letter (or candidate employee signed Offer Letter).

Deviation from the Contractor's proposed workforce at CSD (as presented in the proposal Staffing Charts) will be documented in the first Contractor Performance Assessment Report (CPAR).

3.2 MEETINGS.

3.2.1 JOINT MEETINGS.

3.2.1.1 A joint on-site Mobilization meeting shall be conducted after contract award to discuss the Contractor's Mobilization Plan and the respective responsibilities of all parties.

3.2.1.2 A joint "Pre-CSD/CSD" meeting shall be conducted approximately two (2) weeks prior to CSD to discuss the Contractor's readiness and capability to assume full responsibility.

3.2.1.3 The Government may choose to conduct a consolidated Mobilization/Pre-CSD meeting at its discretion.

3.3 RECORDS AND REPORTS.

3.3.1 CONTRACT DATA REQUIREMENTS LIST (CDRL). The Contractor shall be responsible for submitting Mobilization specific data as described in each CDRLs A002, A006, and A009 (as applicable) per Exhibit A of Section J.

3.4 CONTRACTOR SUPPORT DATE (CSD). The Contractor shall be responsible for mobilizing and assuming the performance

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responsibilities at CSD. The CSD schedule is provided in Section F of this Task Order and the site/platform specific Appendices.

Failure to complete mobilization requirements or to be fully prepared to accept full performance responsibility at CSD will be documented in the first Contractor Performance Assessment Report (CPAR) and may be cause for consideration.

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PART 4: CONTRACTOR INSTRUCTION

4.1 TRAINER FACILITY.

4.1.1 SPACES. The Contractor shall provide its own administrative and/or other spaces not furnished by the Government. Such additional spaces shall be external to Government property.

4.1.2 OFFICE EQUIPMENT/FURNITURE. The Contractor shall be responsible for providing any required office equipment or furniture not provided by the Government. Contractor introduced office equipment shall be Energy Star rated and subject to approval by the Site COR. The Contractor shall be responsible for refurbishing/replacing any consumable supplies (e.g. ink cartridges, paper, shredder oil, batteries etc.) for any office equipment provided by the Contractor.

4.1.3 SERVICES.

4.1.3.1 ADMINISTRATIVE. The Contractor shall provide all services and supplies for administration of Contractor personnel performing under this Task Order.

4.1.3.2 FACILITY MAINTENANCE AND REPAIR. The Contractor shall notify the COR and Site GTO of facility conditions requiring attention. Facility maintenance and repair (not resulting from Contractor neglect or misuse) is at no expense to the Contractor. Refurbishment or alteration of Government-furnished spaces may be performed by the Government to accommodate equipment installation or service improvement.

4.1.3.3 GENERAL HOUSEKEEPING. The Contractor shall maintain the general cleanliness of any Government assigned Contractor spaces in which those assigned spaces are occupied by Contractor personnel. The Contractor shall provide all required equipment, materials and supplies to accomplish the tasks of maintaining safe and sanitary conditions of all Contractor assigned spaces and shall comply with all station/command recycling policies. The Contractor shall comply with Site/Command tobacco use policies and only use designated smoking areas for all tobacco product use to include e-cigarettes.

4.1.3.4 TELEPHONE/INTERNET ACCESS/COMPUTER EQUIPMENT. The Contractor is responsible for all costs associated with installation and usage charges for telephone and internet access

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services and equipment not provided by the Government. If the Contractor desires relocation of Government provided phones or internet access, such relocation shall be subject to Government approval and relocation expenses shall be borne by the Contractor. The Contractor shall inventory all Government and Contractor provided communication services and report the results at the Pre-CSD meeting for each facility. The COR will provide access to Government computers where it is deemed necessary by the Government.

4.1.3.4.1 INFORMATION SECURITY REQUIREMENTS FOR PROTECTION OF UNCLASSIFIED DOD INFORMATION ON NON-DOD SYSTEMS. The Contractor shall safeguard unclassified DOD information stored on non-DoD information systems to prevent the loss, misuse, and unauthorized access to or modification of this information. The Contractor shall:

- a. Not process DOD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- b. Protect information by no less than one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- c. Sanitize media (e.g., overwrite) before external release or disposal.
- d. Encrypt the information that has been identified as Controlled Unclassified Information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as compact disks, using the best available encryption technology.
- e. Limit information transfer to subcontractors or teaming partners with a need-to-know and a commitment to at least the same level of protection.
- f. Transmit e-mail, text messages and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS).
- g. Encrypt organizational wireless connections and use encrypted wireless connection, where available, when traveling. When encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word

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processing files), using no less than application-provided password protection level encryption.

h. Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.

i. Not post DOD information to website pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to website pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the website itself or the application it hosts).

j. Provide protection against computer network intrusions and data exfiltration, including no less than the following:

(1) Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.

(2) Monitoring and control of inbound and outbound network traffic (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.

(3) Prompt application of security-relevant software patches, service packs, and hot fixes.

k. Comply with other current Federal and DOD information protection and reporting requirements for specified categories of information (e.g., critical program information, Personally Identifiable Information (PII), export controlled information) IAW the requirements of the Contract.

4.1.3.5 TRANSPORTATION. The Contractor shall furnish all transportation for their employees/personnel between the trainer facilities and other points of business required in the execution of this Task Order's requirements.

4.1.4 SITE ACCESS. Government inspectors and personnel may enter those areas assigned to the Contractor for purposes of inspections or as emergencies arise. Contractor personnel shall abide by local Site access control requirements and policies.

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The Contractor shall immediately inform the Government of any suspected breach of security or access policies.

4.1.5 GOVERNMENT INSTALLATION WORK SCHEDULE. The Federal Holidays applicable to this Task Order are: New Year's Day, Martin Luther King's Birthday, President's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

In the event that the Contractor is prevented from performing as the result of an Executive Order, or an administrative leave determination that applies to the supported Government activity, such time may be charged to the contract as a direct cost provided such charges are consistent with the Contractor's accounting practices. In the event that any of the above holidays occur on a Saturday or Sunday, then such holiday shall be observed as they are by the Government employees at the supported activity.

4.1.6 CLASSIFIED MATERIAL. NONE.

4.2 FORMS.

4.2.1 ISSUANCE. The Government will provide all Government forms and records required for Contractor performance under this PWS. The Government will provide initial practical training during the Mobilization period to Contractor personnel in the use of these forms and reports.

4.2.2 RECORDS, REPORTS AND REPORTING.

4.2.2.1 CONTRACT DATA REQUIREMENTS LIST (CDRL). The Contractor shall be responsible for submitting data listed on each CDRL (DD Form 1423) per Exhibit A. For the CDRL requirements of this Task Order, refer to Schedule J. CDRL A001 is to be provided monthly and CDRL A007 weekly.

4.2.2.2 REPORTS. In addition to the identified CDRLs, the Contractor shall prepare other reports as may be required by the COR relevant to the daily operation and execution of requirements of this Task Order (e.g., Daily Accomplishment Reports, CI Training Track/Plan, instructional specific reporting, and others as need may arise). Site specific requirements are provided in site specific Appendices.

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4.2.2.3 REPORTING. The Contractor shall be responsible for daily, routine communications with the COR, scheduling authority, functional wing etc. Site specific requirements are provided in site specific Appendices.

4.2.2.3.1 INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR). Training for non-US Citizens will be required in CNATRA CIS performance. CNATRA HQ (N7) will coordinate and provide rosters and appropriate FMS case numbers to the contractor site manager and the contractor ITAR representative directly on a weekly basis. The Contractor shall comply with ITAR requirements.

4.3 CONTRACT INSTRUCTOR (CI) RESPONSIBILITIES.

4.3.1 CI PRIMARY RESPONSIBILITIES. Primary Contractor responsibilities usually involve direct CI interface with students undergoing training. This may be in training devices or training equipment where the CI is manning the trainer or Instructor Operating Station (IOS), or by providing classroom instruction. All work performed by Contractor personnel shall be accomplished in accordance with (IAW) the latest version of instructions, established standards, and procedures specified in technical data, supplements and the instructions list in section 1.4. Procedural changes pertaining to flight operations (NATOPS changes, standardization changes, etc.) will be coordinated with Government representatives in order to ensure the most current and correct procedures are utilized. The Contractor shall provide CIs who are qualified in all respects to conduct simulator and classroom instructional services as specified in the schedule that is established by the Site Training Air Wing Ground Training Officer (GTO) and the Government Scheduling Authority. This shall be accomplished to the degree required to accomplish curriculum requirements by using simulator devices and other training aids provided by the Government. The Government reserves the right to revise the curricula as training requirements dictate. Periodically, the existing curricula may be revised and tailored to meet unique training requirements and, when there is no change to CI qualification requirements, there will be no additional cost to the Government. The performance of Primary Responsibilities is measured by the Instruction Factor (IF). Primary Responsibilities shall be accomplished during scheduled instruction events as described below and in each Site specific Appendix to Addendum B.

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- (a) Conduct scheduled CI led/supported training for Training Device and Systems Training (including briefs and debriefs) using traditional and modern tools such as computers, video projectors, overhead projectors and other multimedia systems.
- (b) Evaluate student performance during training as required. Debrief students using full replay/debrief capabilities of the device utilized for the training event. Complete and submit electronic grade sheet(s) in the approved CNATRA Training or Learning Management System (T/LMS) during the student debrief. If this is not possible due to a technical issue, the CI shall immediately report the issue to the SM/ASM and fill out a paper grade sheet. The electronic record shall be completed as soon as possible. For prolonged outages, the SM and the GTO shall develop a corrective action plan.
- (c) Evaluate and record trainer performance and/or deficiency in accordance with (IAW) established criteria.
- (d) Maintain, assess, and recommend improvements to training scenarios for effectiveness and currency.
- (e) Review curriculum; assess and recommend improvements to the training curriculum via the appropriate Site Training Officer or Stage Manager.
- (f) Provide classroom instruction and make recommendations for improvement to instructional media, to include tests and test materials, lesson plans, interactive courseware, flight training instructions and other guides under the guidelines of current directives.
- (g) Conduct training and instruction on device operation for personnel as needed, to include instruction on briefing, debriefing, grading and assessments.
- (h) Provide academic instruction, to include instructor led lecture discussion for Crew Resource Management (CRM), Instrument Ground School (IGS), etc., and self-paced Computer Aided Instruction (CAI) and Computer Based Training (CBT) in support of curricula required for each platform.
- (i) Assist with training device inspections and certification programs as well as other special projects as required. This includes mishap re-creation and simulator device testing.
- (j) Other weapons system specific support responsibilities, as listed in appendices.

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4.3.1.1 TRAINING TIME OUT (TTO)/DROP ON REQUEST (DOR). A student TTO or DOR shall be handled IAW applicable CNATRA instructions and other guidance.

4.3.2 CI ADDITIONAL SUPPORT RESPONSIBILITIES. The COR may also task the Contractor to perform Additional Support Responsibilities within the exercised stepladder block of hours (i.e., in place of instructing students). Additional duties of an operational/training nature will be assigned by the GTO after coordinating with the COR. Mandatory Government training (e.g. IAA; PII; trafficking in persons, etc.) will be COR directed, scheduled by the GTO, and overseen by the respective COR. CI Additional Support Responsibilities can include, but are not limited to, the following:

- a. Maintenance, improvement and testing of Curricula and Syllabi.
 - (1) Update, modify, and maintain currency of mission scenarios to support specific training. Assess training, syllabus, and mission scenarios for effectiveness and recommend improvements to the training program to the Government.
 - (2) Assist in the creation and updating of feedback information methodology for use by students undergoing training.
 - (3) Update and recommend new test questions which identify training baselines and measure proficiency of training objectives.
 - (4) Make recommendations for updates and changes to curriculum material(s), including but not limited to, tests and test questions, lesson plans, and instructor training guides under the guidelines of current directives in each Task Order.
 - (5) Review syllabi and recommend changes to lessons based on NATOPS changes, engineering changes, and evolving mission area changes.
 - (6) Provide assistance in the validation of training device equipment Maintenance Action Forms (MAFS).
 - (7) Serve as Subject Matter Expert (SME) and assist in reviewing, updating, enhancing, renewing and modifying instructional and procedural documents/manuals/guides such as Interactive Courseware, Flight Training Instructions, Student Training Guides, Instructor Guides, Lectures, Acceptance Test Procedures, Trainer Test Procedures, Results Reporting, Trainer Test and

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Evaluation Master Plan Acceptance Testing Procedures.

- b. Miscellaneous.
- (1) Assist the Government in training device testing and evaluation with the introduction of weapon systems or Engineering Change Proposals (ECPs) as they affect the training system.
 - (2) Explain the operation, capabilities and limitations of Site training device and equipment, as well as the aircraft simulated, to various tour groups and individuals as may be required by the Government.
 - (3) Assist in maintaining the Technical Publications Library.
 - (4) Assist students in learning centers as scheduled.
 - (5) Attend required scheduled meetings, e.g., operations and scheduling, standardization, Government Instructor/Pilot/Aircrew, Stage Manager.
 - (6) Assist the Government, through the use of simulator devices, in the investigation of flight characteristics of related aircraft.
 - (7) Attend and complete special training as required by the COR.
 - (8) As requested by the TRAWING site GTO or TRAWING designated representative, and approved by the COR, participate in standardization and student progress review or training review boards conducted at the local Site.
 - (9) Provide input to the Government for recommended training device modifications and act as SME during device modifications.
- c. Provide other Additional Support Responsibilities as specified and/or amended in the Site specific Appendices.

4.3.3 CI COLLATERAL RESPONSIBILITIES. Contractor responsibilities that are not included in Addendum B paragraphs 4.3.1 and 4.3.2 are collateral responsibilities the Contractor shall meet and accomplish as part of doing business. CI Collateral Responsibilities include, but are not limited to, the following:

- (a) Completing reports, CDRLs or other documents
- (b) Scheduling coordination with Government Site Scheduling Authorities

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- (c) Site management of Contractor personnel
- (d) CI training, maintenance of CI training jackets, currency and standardization.
- (e) Instructional material development, review, maintenance and handling (check-in/out)
- (f) CI preparation for scheduled instruction
- (g) Contractor required/scheduled CI meetings
- (h) Maintaining currency of CI documents, reference and instructional materials, e.g., FTI, MCG, NATOPS Flight Manual (NFM) and NATOPS Pocket Checklist
- (i) Maintaining currency and implementing required reading information as specified by the COR (e.g. Command Plan of the Day and Required Read and Initial Board)
- (j) Documenting trainee attendance and training accomplishment
- (k) Training, testing and evaluating CIs for certification and training standardization and currency
- (l) Complete annual CNATRA administered Standardization, NATOPS Open and Closed book exams.
- (m) Contractor actions toward maintaining the general cleanliness and normal housekeeping services of assigned spaces and their immediate work areas.

4.4 CI TRAINING.

4.4.1 INITIAL TRAINING. Compliance with and accomplishment of Site specific training requirements for initial Contract Instruction Services (CIS) CI training is the responsibility of the Contractor. Training for CI candidates will be based on the CI candidate's currency and experience. The Site Manager shall develop and present a training plan for each CI candidate to the Training Wing Training Officer (N7) Squadron Training Officer and COR for approval, not later than (NLT) two (2) weeks following on-site arrival of the CI. The training track/plan normally will consist of attending academic ground school, observing training events, and be followed by instructing training events. Site specific initial training requirements are provided in the Site specific Appendices.

4.4.1.1 During the mobilization period, the Government will provide training on the following as necessary and applicable:

- (a) Site Standard Operating Procedures (SOP)/NATOPS Flight Manual/Pocket Checklist
- (b) Academic Ground School
- (c) Course Rules

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- (d) Syllabus Standardization
- (e) Grading criteria
- (f) Basic Simulator orientation course
- (g) Instructor Orientation Course
- (h) Other Site/weapon specific initial training specified in each Site specific Appendix.

4.4.2 TESTING AND CERTIFICATION. The Government will provide initial testing of each CI candidate. After successful completion of the Government provided testing, the CI candidate will be certified by Government in writing as qualified to conduct instruction, including any limitations such as, but not limited to, physical limitations, specific trainer(s), etc. In addition, testing may also be provided to each CI on an annual basis. The COR may require testing of CIs on a random basis in order to ensure that the requirements of this PWS are being satisfied. The COR will monitor the quality of instruction performed by the Contractor. The COR may withdraw a CI's certification for failure to maintain certification standards. The Government will determine final acceptance of CI candidate certification. More explicit Site or platform specific requirements are contained in the Site specific Appendices.

4.4.2.1 CI STANDARDIZATION CHECK INSTRUCTORS (SCIs). If directed, the Contractor shall provide highly qualified CIs to be designated as SCIs in order to perform testing and qualification of other CIs. The Government will provide initial testing of each SCI candidate and annual retesting of each SCI. SCIs will be designated in writing by the Government. SCIs, if designated and directed, will then be able to provide annual testing of each CI as required by each specific Site or platform.

4.4.3 CI TRAINING JACKET. The Contractor shall maintain a training jacket on each CI. At a minimum it shall include a training plan for a CI not fully-certified by Government, in their weapon system(s), documentation of training received, and signed documentation of certification by the Government. Training jackets shall be made available to the Government upon request and shall be provided as a review item in Government conducted Annual Site Standardization Inspections.

4.4.4 REPLACEMENT TRAINING. Training of replacement CI personnel is the responsibility of the Contractor and shall be done on a not-to-interfere with scheduled training basis.

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4.4.5 PROFICIENCY TRAINING. Training required for each CI to maintain proficiency to meet the requirements of this Task Order is the responsibility of the Contractor. This includes any and all necessary training to ensure Subject Matter Expert (SME) currency.

4.5 KEY PERSONNEL. Key Personnel for this Task Order are identified below. No Key Personnel substitutions or additions at any site will be made without the written consent of the Government, unless temporarily necessitated by urgent circumstances, for which the Contractor shall forward its substitution request as soon as possible. In the event of changes in Key Personnel, resumes for new Key Personnel shall be forwarded to the Contracting Officer and the Site COR within five working days of the Contractor's selection. The Contracting Officer, in coordination with the Site COR, shall review and determine acceptability, evaluate requests for substitution or addition of personnel, and promptly notify the Contractor in writing as to whether the request is approved or disapproved.

4.5.1 PROGRAM MANAGER. The Contractor shall designate a division or corporate level Program Manager (PM) whose normal working office shall be at CNATRA headquarters (HQ) located onboard NAS Corpus Christi, TX. The PM shall be responsible for Task Order performance and ensuring proper communication between the Contractor and Government personnel. The Program Manager shall demonstrate seven (7) years management experience in which four (4) years shall be management of pilot instruction (with CNATRA experience preferable). The PM shall have authority and responsibility for the coordination and sound management of the dispersed sites and shall act as point of contact with the Government (CNATRA N3/N4/N7) to provide uniform site management. The PM may also perform CI duties provided he meets the qualifications for CI as specified in the PWS and Site specific Appendix. An office at CNATRA HQ, near to that of the Assistant Chief of Staff for Operations, Plans and Requirements (N3), will be provided by the Government.

4.5.1.1 SITE MANAGER/ALTERNATE SITE MANAGER. The Contractor shall designate, in writing, a Site Manager(s) (SM) and Alternate Site Manager(s) (ASM) for each of the sites under this Task Order. A copy of this designation shall be provided to the PCO, ACO and site COR. The Site Manager, or Alternate in the Site Manager's absence, shall be responsible for Task Order performance and ensuring proper communication between the

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Contractor and Government personnel. Site Managers shall demonstrate five (5) years management experience in which two (2) years shall be management of pilot instruction (with experience in site specific platform preferable). The Contractor may designate a senior instructor, or otherwise management qualified, ASM at the Contractor's discretion so long as the organizational relationship is clearly defined for the Government points of contact and so long as the necessary level of authority is provided during the SM's absence. The SM, or ASM during SM absence, shall be responsible for contract performance at their respective Site and for ensuring open communication exists between the Contractor and Government. The SM and ASM must be employees of the Prime Contractor. Site specific requirements are provided in Site specific Appendices. If the on-site management office is not manned for the duration of normal simulator operating hours, procedures will be established such that management can be contacted.

4.5.2 CONTRACT INSTRUCTORS (CI). All Contract Instructors (CIs) shall be certified as instructors in their applicable platform and correlated to the appropriate Wage Determination classification within Occupation Code 15000, Instructional Occupations. If specific instruction category requirement within the 15000 Instructional Occupations group are specified, they will be identified within each applicable Site specific Appendix to Addendum B.

4.5.2.1 QUALIFICATIONS. Substitution of alternative training for CI experience and/or education requirements is subject to Government concurrence as to the adequacy and applicability on an individual case-by-case basis. Site specific requirements are provided in Site specific Appendices.

4.5.2.1.1 CNATRA FLIGHT INSTRUCTOR TRAINING COURSE (FITC). FITC is offered on a monthly basis and is conducted at NAS Corpus Christi (TW-4) and NAS Pensacola (TW-6). If a prospective CI candidate has received this training within the previous three (3) years, this requirement may be waived at the discretion of the COR based on input from the TRAWING site GTO.

4.5.2.1.2 INITIAL AND RECURRENT ANNUAL CREW RESOURCE MANAGEMENT (CRM) TRAINING. CIs shall attend initial and recurrent annual Government provided CRM training for the aircraft platform for which they instruct; refer to applicable appendices for a list of applicable aircraft. This training shall be conducted by a Government, or CI, certified CRM Facilitator.

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4.5.3 CURRENCY OF INSTRUCTION.

4.5.3.1 SIMULATOR EVENTS. In order to maintain currency, each simulator CI must conduct at least one student instructional simulator event each 60 days for each stage in which they are qualified. This shall be documented in the CI Training Jacket. Failure to meet this requirement will result in re-qualification at Contractor expense. The Government may observe any CI in the execution of instructional duties and may administer spot-check examinations.

Each simulator CI shall take an annual standardization exam, provided by the Government, for each stage of simulator instruction in which he/she instructs. The annual standardization exam shall be administered by a contractor SCI. Any CIS simulator instructor who receives a grade of unsatisfactory on any standardization examination or standardization check event shall not instruct in the phase until he/she obtains a satisfactory grade on a subsequent standardization examination or simulator standardization check.

4.5.3.2 CLASSROOM EVENTS. In order to maintain currency, each Academic CI must teach an academic course at least once every 90 days. For those cases where the course is taught less frequently, the TRAWING site GTO may approve the course being taught at a frequency as to allow a CI to maintain currency. Additionally, at a minimum, the Academic qualified CI shall be evaluated annually. This evaluation shall be conducted IAW the CNATRAININST 3710.13 series. The Academic qualified CI must maintain at least a grade of Satisfactory to retain qualification. Failure to meet this requirement will result in re-qualification at contractor expense. The Government may observe any CI in the execution of instructional duties and may administer spot-check examinations.

4.5.4 LANGUAGE REQUIREMENT. Contractor personnel shall be able to read, write, speak, and understand English fluently. For a Site where international students are trained, CIs with other language skills shall refrain from instructing in anything but English.

4.5.5 APPEARANCE AND CONDUCT. The Contractor shall be responsible for the supervision and conduct of their employees. Contractor personnel shall conduct themselves in a professional manner commensurate with their instructional role at all times and wear the type of clothing worn by, and adhere to the

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personal appearance standards as set by their counterparts in business and industry. Specifically, CIS must adhere to standards set by industry in the delivery of professional aviation instruction or periodic (re)qualification. The wearing of military flight clothing with military insignia for former or current military personnel is expressly forbidden when performing CI duties. Flight jackets are exempt from this prohibition, in so far as they do not detract from a CI's professional appearance. In the simulator, flight line, storage, and/or other industrial areas, clothing and shoes must conform to safety regulations. The Contractor's QCP should include provisions as necessary to monitor personnel conduct and appearance.

4.5.6 SAFETY/SECURITY. Contractor personnel, although recognized as employees and under the administrative control of the Contractor, shall comply with the directives and requirements of the Base Commander, or authorized representative, as to safety standards and security regulations applicable to the assigned site of work. Contractor personnel shall also report any other conditions or incidents, which could be reasonably expected to be of interest to the Government, such as damage to Government property. Initial reports may be made verbally, but shall be followed-up with a written report within twenty-four (24) hours. All reports shall be addressed to the COR or designated representative.

All personnel shall be issued a Government Common Access Card (CAC) for overall facility access. Per Schedule I, Clause 52.204-9, Personal Identity Verification of Contractor Personnel, Contractor personnel shall comply with agency personal identity verification procedures as implemented IAW local Base procedures.

The Contractor shall ensure all locally-issued Government identification/access cards (i.e., Common Access Card, flight line badges, access badges, etc.) related to this Task Order are returned to the COR prior to Contractor personnel's final day of employment at the site. Site specific requirements are provided in Site specific Appendices.

4.5.7 BACKUP SUPPORT. The Contractor shall provide a plan for back-up support for situations that are beyond the capability of on-site staff, and other times when the site staff is unable to meet all PWS requirements in a timely manner. If the Contractor's on-site personnel are unable to respond to PWS

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requirements, the SM or ASM shall initiate the back-up plan. Back-up support shall include how requirements will be met in cases of long-term or short-term staffing shortfalls, such as temporary absences of instructors for sickness, vacation, military recall or drill, bargaining unit strikes, an instructor's immediate departure without sufficient notice or instructor termination.

- a. The Contractor shall provide their back-up support plan to the COR and Task Order Manager, including all contact information, availability, responsiveness, capability and milestone events or times that trigger activation of back up support. The plan shall provide the above information for each system, subsystem or other category as appropriate to the level necessary to ensure the Government of the viability and robustness of the plan. The optimum duration for back up support to provide effective and meaningful support is within four (4) hours of activating the Contractor's back up support plan. The maximum duration the Government will accept for back up support to provide effective and meaningful support is twenty-four (24) hours after activation. Chargeable Lost Instruction (CLI) will accrue for all missed instruction events (Primary and Additional requirements) as applicable from the time of non-performance to fully capable performance.
- b. The plan shall identify the Contractor's personnel authorized to initiate back up support.
- c. The plan shall be a living document, with any updates provided to the COR within twenty-four (24) hours of a change and presented as an element of the Annual Site Review, including a comprehensive description of each time the plan was activated through problem resolution.

4.6 TECHNICAL/TRAINING DATA. The Government will provide the Contractor site-specific technical/training data as specified in each Site specific Appendix. The Contractor shall maintain CI specific technical/training data. The Government will replace items of data, which become obsolete, worn, torn, or damaged. This replacement will be made at no expense to the Contractor, provided the cause of the required replacement is not due to Contractor neglect or misuse. The Government may provide portions of the training device support package on magnetic

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and/or optical media. In these instances, hard copy may not be provided.

4.6.1 VALIDATION. The Contractor shall report all errors and discrepancies found in technical/training data, provided for use during performance under this Task Order, to the COR or designated representative.

4.7 QUALITY CONTROL. The Contractor shall implement and maintain a complete ISO 9000 compliant Quality System Plan (QSP) at the Program level and a Quality Control Plan (QCP) for each site to ensure the requirements of the Task Order are provided as specified. CDRL A009 applies. The QCP shall include at a minimum:

- a. An inspection system covering all services required by the Task Order. It shall specify the areas to be inspected on a scheduled and unscheduled basis, frequency of inspections, and the titles of individuals performing the inspection.
- b. Methods for identifying, preventing and correcting deficiencies in the quality of service performed before the level of performance becomes unacceptable.
- c. A file on all inspections conducted and the corrective action taken. This file shall be made available to the Government as an item briefed in the Annual Site Review and at any time during the term of the contract.
- d. Reasons for documenting unacceptable individual CI performance, include, but are not limited to, the following examples:
 - i. Mission incomplete due to inept CI performance;
 - ii. Failure to protect and/or properly operate Government Property;
 - iii. Personal acts that endanger the health or safety of Government and/or Contractor personnel;
 - iv. Security violations or violation of established directives.
- e. Plan of Action that the Contractor will use to fulfill the Government's requirements, upon the de-certification of an employee. The Contractor will provide the Government with their plan to ensure that proper training of student personnel will continue uninterrupted upon the dismissal of one of the Contractor Instructor personnel.

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4.8 ANNUAL CONTRACTOR PERFORMANCE REVIEWS/ANNUAL SITE REVIEWS.
Contractor SMS or ASMs shall prepare and present an annual briefing to the designated Government representative(s)/COR addressing the status of each area of responsibility under the PWS and associated CDRLs.

Thirty days (30) advance notice will be given to allow the Contractor adequate preparation time. The review will be coordinated with the COR and held in conjunction with the NAWCTSD Orlando team site visit.

Special focus shall be on problem areas and their resolution. Action Items shall be recorded and follow-up reviews will be held as necessary to address specific problems identified during the annual meeting.

The method of presentation (i.e., slides, etc.) shall be at Contractor discretion. The contractor shall be responsible to record, prepare, and submit meeting minutes IAW CDRL A002. The Contractor's presentation shall be included as an attachment.

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PART 5: SCHEDULING

5.1 CIS SCHEDULING AUTHORITY. CIS scheduling will be established by the Government Scheduling Authority as specified in each Appendix to Addendum B. The Contractor may request changes to the schedule, however, only the Government Scheduling Authority, the TRAWING GTO, or the Site COR may authorize changes to the daily schedule.

5.2 CIS SCHEDULING. CIS scheduling will be established in instruction units IAW the CI parameters specified in each Appendix (Hours-per-Week, Window, etc.). CI Primary or Additional Support Responsibilities may be scheduled in a contiguous grouping of instruction units.

5.2.1 CONTRACTOR SCHEDULE ADMINISTRATION. During the normal work week, the Contractor shall be responsible for managing a centrally located simulator schedules desk at each Site.

The hours of operation for the CIS simulator schedules desk at each site are as follows:

| | |
|----------------------------|-------------|
| NAS Meridian/TW1 | 0630 - 1600 |
| NAS Kingsville/TW2 | 0700 - 1700 |
| NAS Corpus Christi/TW4 | 0600 - 1600 |
| NAS Whiting Field/TW5 | 0630 - 1600 |
| NAS Pensacola T-45/T-6/TW6 | 0730 - 1600 |
| NAS Pensacola MCS/TW6 | 0730 - 1600 |
| NAS Pensacola Academics | 0730 - 1600 |

Both the Government Scheduling Authority and the Contractor will utilize the Government provided T/LMS to create, modify, execute and finalize or close out the schedule. The T/LMS, currently TIMS, is a PC-based program and its use requires that the Contract Scheduler possess basic knowledge of computer use and be familiar with Microsoft Windows and Office programs. The Government will provide initial T/LMS training, if required.

To begin the scheduling process, the Government Scheduling Authority shall provide student or IUT names and the specific event required using the T/LMS. The Government Scheduling Authority shall ensure that the student or IUT has met all pre-requisites for the desired event. Once the Government Scheduling Authority has completed this task, the schedule will be provided to the Contract Scheduler via the T/LMS. The CI scheduler shall then match a qualified CI to the student or IUT name to complete the schedule process in the T/LMS. CI qualifications must be

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considered by the Contract Scheduler to ensure the assigned CI is qualified and certified to teach the stage of training for the event assigned to the student or IUT.

5.3 CIS SCHEDULES.

5.3.1 GOVERNMENT WEEKLY ESTIMATE. For weekly planning purposes, a consolidated weekly training estimate shall be provided to the CIS Contractor by each Site Government Scheduling Authority or Site GTO NLT noon on the Thursday preceding the following training week. These estimates will contain both the expected weekly academic and simulator production training plans. These estimates will contain known holidays or other anticipated periods of stand-down, known changes in previously provided academic or simulator schedules, planned make-up of lost training or additional planned training, as well as the estimate of all ground training events required each scheduled work day of the following training week. As this proposed Weekly Estimate (aka Projection) is intended to be used by the CIS contractor to determine specific daily manning requirements for the following training week, the Government will strive to be as accurate as possible in its planning.

5.3.2 GOVERNMENT DAILY SCHEDULE. Government Scheduling Authorities will establish their daily schedule requirements and deliver the requirements, via the T/LMS, to the Contractor NLT 1100 or IAW times delineated in the Site specific Appendix; Site specific Appendices shall take precedence if different. The Contractor will review the requirements and if necessary, coordinate with the Government Scheduling Authorities to determine if any requirements can be modified to provide more efficient utilization of CIs and/or training devices. Events will not be changed without Government Scheduling Authority concurrence. The Contractor is required to deliver the final training schedule back to the Government Scheduling Authorities and the Training Wing GTO NLT 1500 or IAW times delineated in the Site specific Appendices; again, if different, the time stated in the Site specific Appendix take precedence. The daily training schedule may be changed by the Site Government Scheduling Authority, without contractor concurrence, until 1600, at which time the schedule is considered "locked."

5.3.2.1 TRAINING SCHEDULE ADMINISTRATION. The Contractor shall provide scheduling services necessary to support the training schedule creation and administration process. The Government Scheduling Authority at each Site will schedule

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students and IUTs, device type required, and specific events utilizing the Government provided T/LMS. The Government Scheduling Authorities may also specify the event start time but shall work closely with the Contractor to ensure maximum efficiency of resource utilization. Once the schedule is provided to the Contractor via the T/LMS, the Contractor Scheduler shall then be responsible for assigning a qualified CI to each event. Additionally, the Contract Scheduler shall match the Government requirement to the specific device or resource for the event. The Contractor shall also provide necessary administrative support personnel to interface with students, IUTs or military instructors regarding simulator scheduling conflicts/changes.

5.3.2.2 SAME-DAY SCHEDULE CHANGES. During its execution, scheduled training events may be changed in the "locked" schedule by the Government without notice to the contractor. This is provided as long as the CI assets required are the same as those that were scheduled (i.e., no increase in the number of CIs, the Hours-per-Day and/or Window of CI Operation) and the assigned CI has the appropriate qualifications to conduct the desired event. Government Scheduling Authorities may make administrative changes to the schedule, such as substitution of students within block, using the T/LMS, for specific simulator periods up until brief time. Any other changes to the "locked" training schedule desired by Government require Contractor concurrence.

5.3.3 EXTENDED INSTRUCTION. Under conditions of limited trainer availability, (e.g., modifications, inspections, downtime, etc.), and at the discretion of the COR, the COMS Contracted Training Time or hours of operation for the training device(s) may be extended, thereby requiring an extension of the associated CIS Window of CI Operations to ensure that Government training requirements are satisfied.

5.4 ADJUSTMENTS OF INSTRUCTION SCHEDULE. Adjustments of instruction time (Window of CI Operations) will usually be constrained to movement of the instruction time to a different part of the day, but may include expansion of the instruction time without the exercise of Additional Instruction Time (AIT). This shall also applies where Instruction Hours are required on other than a daily basis (such as weekly, monthly, and quarterly) to allow movement of Instruction Hours across day/week/month calendar boundaries, as stated in each Site

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specific Appendix. The scheduled CI "Hours-per-Week" or total length of the Window of CI Operations in each Site specific Appendix will not be exceeded without the authorization of Additional Instruction Time or for the make-up of chargeable lost instruction time. Each Site specific Appendix establishes the specific criteria for Instruction Time. The Government shall exercise due consideration of Contractor shift cycles when adjusting instruction time. The Contractor shall be given a minimum of twenty-four (24) hours' notice of any adjustments/changes in Instruction Time made by Government.

5.5 Hours Per Week (HPW) UTILIZATION REPORTING. Each Site's daily utilization of Primary and Additional Duty hours, as accounted against HPW and AIT, are reported weekly on CDRL A007.

5.5.1 HPW DAILY USAGE. HPW is intended to be an equitable distribution throughout a given training week. For example, if the site's HPW is 500 hours for a 5-day work week, then 100 hours of training on any given day would be available. However, perfect level load scheduling is normally unattainable and the following general guidance is provided:

5.5.1.1 ALLOWABLE VARIATIONS IN HPW. A 15% daily variation in HPW is authorized. However, the total instructional hours expended for the week shall not exceed the total line item (CLIN) weekly Hours per Week (HPW) allotment (excepting either hours carried over (para 5.6 below) or the use of Additional Instruction Time (AIT)). For example, at a 500 HPW site, with the allowed 15% variation, the Contractor could be scheduled to perform, without Contractor concurrence, up to 115 hours on a given day without any requirement for AIT. Postulating that day as Monday, the "extra" 15 hours scheduled on this day results in 385 hours left the remainder of the week. If the same 115 hour scheduling was done Tuesday, Wednesday, and Thursday, then only 40 hours of the HPW would be left for Friday (this example assumes no carry-over hours are available per paragraph 5.6, below).

5.5.1.2 ALLOWABLE ADDITIONAL INSTRUCTION TIME (AIT). Per Section G of this RFP, the contractor is required to perform AIT as scheduled, up to 10% of the HPW for each line item (CLIN). Expected use of AIT should be communicated in the Government's Weekly Planning Estimate (5.3.1 above). For example, at a 500 HPW site, the maximum weekly AIT would be 50 hours. In the example above (5.5.1.1), Friday could be scheduled for up to 110

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hours (through the use of 50 or fewer hours of AIT) and would not require contractor concurrence.

5.6 CARRY-OVER HOURS. CNATRA requires increased scheduling flexibility due to frequent variations in weekly student production. In order to provide for a portion of this need, this administrative construct is added. For each Site's instructional hours CLIN, x101-x503, there is an HPW identified. The week-to-week carry-over hours shall be the unused hours from the previous week or 10% of the normal HPW, whichever is less. Carry-over hours are to be added to, and treated as, part of that following week's normal HPW for CDRL A007 reporting. They do not however alter any calculations from 5.5.1, 5.5.1.1, or 5.5.1.2 above.

5.6.1 EXECUTION EXAMPLE. If, for a 500 HPW site, only 425 hours out of 500 were executed during a week (week 1), then the following week's (week 2) HPW would be adjusted to 550 hours (i.e. the normal 500 hours plus 50 hours [the lesser of unused hours from week 1 or 10% of the normal HPW] of carry-over). Using the rules outlined in section 5.5, this site may schedule and execute up to 550 hours without the requirement for AIT. Daily usage (5.5.1), in this case, would indicate that 110 hours of training on any given day would be available. However, any variance calculations from 5.5.1.1 and 5.5.1.2 would continue to be based on the normal HPW (e.g. the Contractor could be scheduled to perform, without Contractor concurrence, up to 115 hours on a given day without any requirement for AIT).

5.7 MAKE-UP OF CHARGEABLE LOST INSTRUCTION. Make-up of chargeable lost training or instruction may be accomplished at the discretion of the Government Scheduling Authority or Site GTO. Should the Government elect to make up chargeable lost training or instruction, the COR will notify the SM/ASM and it shall be accomplished within five (5) working days of the loss. In such cases, the scheduled hours of instruction and the Window of CI Operations may be exceeded without the requirement of Additional Instruction Time. If requested, the make-up of lost training is not provided by the Contractor, a performance deduction shall apply.

5.8 ADDITIONAL INSTRUCTION TIME (AIT). AIT may be required for additional training and other requirements deemed necessary by the Government. AIT may be conducted during or outside the stated Window of CI Operation. This includes weekends or holidays, and shall be at the discretion of the Government

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Scheduling Authority and Site GTO. The Site COR must authorize the use of AIT (after verifying with the ACO or PCO that sufficient funding is available on the Task Order). The Contractor will be given a minimum of twenty-four (24) hours' notice for AIT requirements for weekend days or holidays. For weekdays (i.e., Monday-Friday), the Contractor shall be notified NLT 1200 on the working day preceding the day that the AIT will be required. The Contractor will be compensated for AIT IAW the terms of this Task Order. Site specific requirements are provided in the Site specific Appendix.

5.9 LOST TRAINING HOUR REPORT. The Contractor shall notify the Government Scheduling Authority and/or the TRAWING Site GTO immediately when a student or IUT simulator training event is incomplete or graded unsatisfactory. (i.e. non-completion of MCG requirements, simulator down for maintenance, student Ready Room Unsat, student no-show, etc.).

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PART 6: CONTRACTOR PERFORMANCE

6.1 MONITORING AND EVALUATION. The COR will monitor the quality of instruction performed by the Contractor in coordination with the Site GTO. This shall be done through observation, use of completed CDRLs and/or copies of the CIS Report, squadron feedback, daily summaries and local documents, as well as the random sampling of performance.

6.2 INSTRUCTION FACTOR (IF). Contractor performance shall be measured on a daily basis in terms of CIS instruction units scheduled, CIS instruction units completed, and lost instruction units not chargeable to the CIS Contractor. The daily results will be aggregated to monthly totals for determination of a performance deduction if appropriate.

The Contractor is required to maintain an IF of 100% for each applicable line item (i.e. site, weapon system or CI type specific). The IF shall not fall below the specified value for any month. As a percentage, IF is defined as:

$$IF = \frac{IC + LI}{IS} \times 100$$

IF = Instruction Factor

IC = Instruction Units Completed

LI = Non-chargeable Lost Instruction Units

IS = Instruction Units Scheduled

LI includes the following:

- (1) Student fails to report for instruction and a qualified and certified CI is present and prepared to instruct.
- (2) Student fails to complete the instruction unit due to any reason that is not the fault of the CI.
- (3) Instruction unit is not started due to equipment failure that is not brought about through negligence of the CIS Contractor.

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- (4) Instruction unit is not completed due to equipment failure that is not brought about through negligence of the CIS Contractor.

Determination as to whether a lost unit of instruction is non-chargeable will be made by the COR based on information such as device status, absence or presence of a qualified and certified CI, etc.

Failure to achieve the monthly 100% IF for CIS shall result in a reduction of the Contractor's payment price IAW the Schedule of Deductions.

6.2.1 CHARGEABLE LOST INSTRUCTION (CLI) UNITS. CLI are those Instruction Units Scheduled (IUS) that are lost/not completed by the CI and are chargeable against the Contractor (i.e. attributable to Contractor's failure to fulfill CIS requirements). In the event a CI is scheduled for a mission (group of instruction units), the Contractor shall be charged the entire length of the mission for the CI training position(s) that the contractor failed to fulfill. If the entire mission is cancelled due to one or more CIs failing to meet requirements, the mission length for each CI will not be counted as IC and therefore fall under CLI. The COR may reschedule CIs for a cancelled mission. In that instance, the completed, rescheduled IS time will be counted as IC. CLI may result from:

- (a) A qualified and certified CI fails to be on station as scheduled
- (b) CI is not qualified/certified, CI's performance does not meet PWS requirements, or CI conduct or capability otherwise negatively affects delivery of instruction.
 - (1) This determination can occur at any time after the scheduled event(s) if squadron feedback indicates there is a performance, conduct or capability problem.
 - (2) A mission(s) (group of instruction units) that had initially been recorded as IC would be redefined as CLI and associated calculations re-performed for the affected period(s).

6.2.2 SCHEDULE OF DEDUCTIONS:

- (a) The Contractor shall be paid the unit price for a 100% Instruction Factor (IF) for each CIS line item set

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forth in Section B. Computation of the IF shall be in accordance with Part 6 of this PWS Addendum B.

- (b) Failure to achieve a monthly IF of 100% for the calendar month for any CLIN/SLIN item in Section B shall result in a reduction of the monthly payment amount for that line/sub line item to reflect the reduced value of the services performed.
- (c) The percent to be deducted for an IF below 100% is as follows:

| Instruction Factor (%) | % Deducted from Unit Price | Instruction Factor (%) | % Deducted from Unit Price |
|------------------------|----------------------------|------------------------|----------------------------|
| 99 - 99.9 | 5 | 93 - 93.9 | 35 |
| 98 - 98.9 | 10 | 92 - 92.9 | 40 |
| 97 - 97.9 | 15 | 91 - 91.9 | 45 |
| 96 - 96.9 | 20 | 90 - 90.9 | 50 |
| 95 - 95.9 | 25 | Below 90 | 50 |
| 94 - 94.9 | 30 | | |

- (d) This Schedule of Deductions process in no way limits the Government's rights under FAR 52.249-8 (Default - Fixed - Price Supply and Service), referenced in Section I of the basic contract. The Government may find the contractor in default for any deficiencies in services. In addition, the Government may withhold some or all payments pursuant to FAR 52.246-4.

6.3 PERFORMANCE REQUIREMENTS SUMMARY (PRS chart 6.8). The PRS provides a table format of specific contract required services, standard, quality levels, lot size and basis of surveillance, and the portion of the contractor's price used to determine a deduction value. The following describes details associated with each Column in the chart.

6.3.1 COLUMN (1); Required Service. Lists those PWS requirements, which are paid for on the basis of a payment computation system specified in paragraph 6.6 of this PWS. The absence from this PRS of any contract requirement, however, shall not detract from its enforceability or limit the rights or remedies of the Government under any other provision of the

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contract, including the clauses entitled "Inspection of Services" and "Default."

6.3.2 COLUMN (2); Standard. Defines the standard of performance for each listed service.

6.3.3 COLUMN (3); Standard Maximum Allowable Degree of Deviation from Requirement AQL. Shows the Acceptable Quality Level (AQL) for each listed service.

6.3.4 COLUMN (4); Lot Size. Defines the lot size used as the basis for surveillance or for payment computation purposes.

6.3.5 COLUMN (5); Method of Surveillance. Shows the primary surveillance methods the Government will use to evaluate the Contractor's performance in meeting the contract requirements.

6.3.6 COLUMN (6); Maximum Payment % For Meeting the AQL. Shows the percentage of the contract price that each listed contract requirement represents.

6.4 GOVERNMENT QUALITY ASSURANCE Surveillance (QAS). Contractor performance will be compared to the contract standards and AQLs using the Quality Assurance Surveillance Plan (QASP).

6.4.1 Methods. The Government may use a variety of surveillance methods to evaluate the Contractor's performance. Only one method will be used at a time to evaluate a listed service during an inspection period for payment computation purposes. The methods of surveillance that may be used are:

6.4.1.1 Sampling. Sampling of recurring service output using the QASP Procedures and Tables for Inspection.

6.4.1.2 Surveillance. Periodic surveillance of output items (daily, weekly, monthly, quarterly, semi-annually, or annually) as deemed necessary to ensure a sufficient evaluation of Contractor performance.

6.4.1.3 Management Information System. A Government Management Information System (MIS) reported results.

6.4.1.4 Complaints. Government complaints.

6.4.1.5 QA&R. Annual Quality and Revalidation Inspection.

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6.5 CRITERIA FOR EVALUATING PERFORMANCE. Performance of a service will be accepted and paid for at the maximum payment percentage specified in Column 6 of the PRS when the number of defectives found by the COR during contract surveillance does not exceed the number of defectives allowed by the AQL in Column 3. When the Contractor is repeatedly responsible for exceeding the limits of unacceptable performance, a Contract Discrepancy Report (CDR) will be prepared by the COR and issued to the Contractor by the Contracting Officer.

A draft report will be generated when the contractor is responsible for exceeding a limit of unacceptable performance in two consecutive months. The COR will review the draft document with the contractor and discuss the contractor's actions to correct problems. If the unacceptable performance continues into a 3rd consecutive month or four months within a six-month period, a formal report will be generated by the COR.

The Contractor shall explain in writing, in Block 10 of the CDR, why performance was unacceptable, how performance will be returned to acceptable levels, and how recurrence of the problem will be prevented in the future. The Contracting Officer will evaluate the Contractor's explanation and determine if full payment, partial payment, or the contract termination process is applicable. The Contractor's payment for services rendered will be calculated as stated in paragraph 6.6.

6.5.1 DETERMINING THE NUMBER OF DEFECTIVES THAT WILL CAUSE REDUCED PAYMENT.

6.5.1.1 Surveyed by Sampling. For services surveyed by sampling, the number of defectives that will cause less than the maximum payment, as specified in paragraph 6.6, is determined using the procedures in the QASP Procedures and Tables for Inspection.

6.5.1.2 Surveyed by Other Means. For services surveyed by other than sampling (e.g., CIF) anything more than the specified AQL will cause less than the maximum payment.

6.5.2 ACCEPTANCE OF RE-PERFORMANCE OR LATE PERFORMANCE. At the discretion of the Government and upon notification to the Contractor, the Contractor may be required to re-perform or perform late, any or all defective work disclosed by Government inspection, including defective and incomplete performance. Where the Government elects, the Contractor shall be notified

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promptly after inspection that specified defective services will be re-performed or performed late and completed within a reasonable time specified by the Government.

6.5.2.1 RE-PERFORMANCE OR LATE PERFORMANCE OF SAMPLE DEFECTIVE SERVICE. Where the Government requires re-performance or late performance solely of sample defective service disclosed by random sampling inspection, the Contractor's original inspection results shall not be modified upon re-inspection since the sample reflects only a portion of the service lot. Instead, if the AQL is exceeded for a performance period, any payment reduction shall be partially offset by a credit for re-performance or late performance of sample defective services during that period according to the payment computation method described in paragraph 6.6.2.1.1.

6.5.2.2 PERFORMANCE OR LATE PERFORMANCE OF ALL DEFECTIVE SERVICES. Where the Government requires performance or late performance of all defective services in a lot, the Contractor shall resubmit the entire service lot for re-inspection. If re-inspection is conducted by random sample, a new random sample will be employed. Upon re-inspection, the original inspection results shall be revised to reflect the resubmitted service lot.

6.6 CONTRACTOR PAYMENT.

6.6.1 Performance Within AQL. For performance of a service that does not exceed the AQL, the Contractor shall be paid the percentage of the monthly Contract Line Item price indicated in Column 6 of the attached PRS chart for that service.

6.6.2 Performance Above AQL. If performance of a service exceeds the AQL, the Government will not pay the full percentage in Column 6 for that service.

6.6.2.1 AQL CALCULATIONS. The payment for listed services which exceed the AQL will be calculated as follows (see paragraph 6.7 for examples of payment computations):

6.6.2.1.1 Calculations applicable to the entire CLIN/SLIN for a site location/weapon system (Services for Technical Documentation, CDRLs and Records and Reports): For services surveyed by random sampling or 100%, the maximum contract payment per month is multiplied by the maximum payment percentage for the service (Refer to PRS 6.8, column 6) to determine the maximum payment for acceptable service. This

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amount is multiplied by the percentage of the sample found acceptable to determine the percentage of the contract price that the Contractor will be paid for the listed service. The total numbers of defectives found, not just those in excess of the reject level, are used to determine the percentage of the sample found unacceptable. The percentage of the sample found unacceptable subtracted from 100 percent determines the percentage of the lot found acceptable. Sample defectives that are corrected IAW paragraph 6.5.2 will affect a credit as specified in paragraph 6.7.1.

6.6.2.1.2 Calculations applicable to the entire Contract Line Item Number (CLIN)/SLIN for a specific site location/weapon system/CI type for services surveyed by other than sampling (i.e., 100% inspections). For services surveyed by the Government's Management Information Systems (MIS) Instruction Factor (IF), the maximum contract payment per month is multiplied by the maximum payment percentage for the service to determine the maximum payment for acceptable service. (Refer to PRS 6.8, column 6). This payment is multiplied by the percentage of the service found acceptable to determine the percentage of the contract price that the Contractor will be paid for the listed service. The percentage of acceptable service is derived by subtracting the percentage of deduction determined IAW the Contract deductions clause Section H, and set forth in paragraph 6.2.2 Schedule of Deductions, from 100 percent as specified in paragraph 6.7.2.

6.7 EXAMPLES OF PAYMENT COMPUTATIONS.

6.7.1 Payment Method One. This method of calculating is applicable to PRS 1, and 2, for services surveyed by MIS CI Contractor Performance Summary Reports for CIS IF (100% inspections): An AQL of 0%, an IF of 96.2%, and a resulting 20% deduction (from 6.2.2 Schedule of Deductions). Obtain the Device CLIN/SLIN payment per month from the Price Breakout Worksheet for the site location/weapon system, CI type. The payment would be computed as follows:

- | | |
|--|-----------|
| (1) Maximum payment per month for the service | \$100,000 |
| (2) Maximum payment percentage for the service (Column 6, PRS) | x 95% |
| (3) Maximum payment for acceptable service | \$ 95,000 |
| (4) 96.2% CPF is below the acceptable level | |
| (5) Percentage to be deducted for 96.2% IF | 20% |
| (6) Percentage of service found acceptable (100% minus Line 5) | 80% |

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(7) Payment for percentage of acceptable service \$ 76,000
 (Line 3 times Line 6)

Deduction: $\$95,000 \times (100\% - 80\%) = \$19,000$

6.7.2 Payment Method Two. This method of calculating is applicable to services for Technical Documents, CDRLs and Publications Records and Reports (Random inspections using the standard QASP). For a Records and Reports example, assume a lot size of twenty (20) units, a resulting sample size of five (5) units, that three (3) defectives were found by the COR and that all defectives were corrected. The payment would be computed as follows:

| | |
|--|-----------|
| (1) Maximum payment per month for the service | \$100,000 |
| (2) Maximum payment percentage for the service (Column 6.PRS) | X 5% |
| (3) Maximum payment for acceptable service | \$ 5,000 |
| | |
| (4) 3 defectives found | |
| (5) Percentage of sample found unacceptable ($(3/5) \times 100$), or defectives divided by sample size times 100) | 60% |
| (6) Percentage of sample found acceptable (100% minus Line 5) | 40% |
| (7) Credit for sample defectives corrected ($(3/20) \times 100$), or samples corrected divided by lot size times 100) | 15% |
| (8) Acceptable percentage (Line 6 plus Line 7) | 55% |
| (9) Payment for percentage of acceptable services (Line 3 times Line 8) | \$ 2,750 |

Deduction: $\$5,000 \times (100\% - 55\%) = \$2,250$

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6.8 CIS PERFORMANCE REQUIREMENTS SUMMARY (PRS).*

| Required Service | Standard | Maximum Allowable Degree of Deviation from Requirement AQL | Lot Size | Method of Surveillance | Maximum Payment % for Meeting the AQL |
|--|---|--|---|------------------------|---------------------------------------|
| Column No. 1 | Column No. 2 | Column No. 3 | Column No. 4 | Column No. 5 | Column No. 6 |
| 1. CIS Instruction Factor (IF) PWS Addendum B, Part 6 | CIS Instruction Factor at 100% during each month | 0% | The total number of Instruction Units Scheduled for the month being inspected. | 100% Inspection | 95% |
| 2. Records, CDRIS and reports PWS 3.1.1 & 4.2.2.2 | Required requisitions, records, and reports accurate and legible. | 0% | The total number of records, reports and requisitions submitted during the month. | Random Inspection | 5% |

Note *: See Schedule of Deductions Clause in Contract Schedule Section H.